



**OXFORD
International
College
Brighton**

A NORD ANGLIA EDUCATION SCHOOL

ASSESSMENT, RECORDING AND REPORTING POLICY

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| POLICY INTENDED FOR: | Students |
| CATEGORY: | Monitoring, Assessment, Evaluation and Marking |
| PUBLISHED: | Server, Policy Folders at College and Students Accommodations, Staff Handbook |
| POLICY IMPLEMENTED BY: | Principal, |
| POLICY MONITORED BY: | Principal, Deputy Principals, Examinations Officer |
| REVIEWED BY: | Principal |
| REVIEWED DATE: | May 2022 |
| CONSULTATION WITH: | Senior Leadership Team (SLT) |
| RECORD OF CHANGES & ADDITIONS: | None |
| NEXT REVIEW: | May 2023 |

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SETTING AND MARKING WORK

Teachers set homework and regular progress tests for students to consolidate the material taught, to provide an on-going assessment of each student's progress and to inform teaching. Timed tests and assessments are set for all students and taken on Saturdays under supervised conditions during term time.

Work is marked for each student on a regular basis, recorded by tutors for their own records and on the iSAMS System.

ACADEMIC MONITORING AND TRACKING

All students have a Progress Tutor, and they meet once per month to discuss any issues/concerns/requests.

Weekly subject testing takes place each Saturday -usually two subjects each Saturday on a rotation. The tests are known as SCITS -Saturday Cumulative Information Tests- and are a key part of our monitoring and evaluation system.

SCITS test results are used to track academic performance and to allow informed decisions regarding academic interventions and support. For each student there is an analysis of marks not achieved and they are broken down into LOT, LOR and LOU.

Where lost marks are attributed to Lack of Understanding (LOU) there is opportunity for the material to be re-taught in support sessions.

Lack of Technique (LOT) will see support in a similar way as LOU. Studies skills classes are also offered at various times of the year.

Lack of Revision (LOR) will mean the student will have meeting with the subject teacher, progress tutor or academic strategy tutor.

Overseeing student tracking, monitoring and assessment is the Deputy Head Academic. Parents can see their child's weekly academic test results on the academic portal.

There are weekly subject Department meetings lead by Heads of Departments as well as weekly meetings of the heads of Departments together.

Mock examinations are held in December and April and reports are produced at these times. As the majority of students are international so parents' evenings are held on line.

MOCK EXAMINATIONS

Mock examinations are held in December and April for all students. There are also midterm reviews. The Examinations Officer will request scripts for mock examinations and midterm reviews from teachers approximately one month before they begin.

Teachers report marks and grades for mock exams, midterm reviews and Saturday tests on the iSAMS System for recording and they are also used to inform the end of term reports in December and April and sent to parents. A parental portal is also available, and this information may also be accessed from here.

END OF TERM AND INTERIM REPORTS

Academic reports are submitted by each teacher and sent to parents at the end of each mock examination electronically and are available via the parent portal after each mock.

- Areas reported on include:
- Attendance / Lateness
- General tutor comments
- Comments on marked work and grades
- Mock Examination and Saturday tests results and comments

Interim reports may be requested by parents/agents and completed with the input from the appropriate teachers.

Informal reporting by means of a telephone conversation or email exchange with the academic team can be offered as an alternative to parents who prefer this means of communication.

Every student's academic progress is monitored by their Progress tutor.

Each student's career plans are developed and monitored by their Academic Strategy Tutor.

PUBLIC EXAMINATIONS

Public examinations are held in May and June. It is part of the tutor's responsibility to advise on which exams a student needs to sit in order to complete their chosen qualifications. The Examinations Officer and Chief Education Officer liaises with tutors about the entry of public examinations to ensure that students are entered for the correct exams. For more information and procedures for examinations please refer to the College's Exam Policy.

The Director of Studies and Examinations Officer will remain up to date with changes to both the rubric of public examinations and resit policies.

FURTHER INFORMATION

For further information about Assessment, Recording and Reporting at OIC please speak with the Executive Principal
Andrew Gillespie Executive

Principal

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